

1. **AUTHORITY**

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (IT) (A.R.S. § 41-3504(A (1))) including the formulation of policies to effectuate the purposes of the agency (A.R.S. § 41-3504(A (13))).

2. **PURPOSE**

To establish Agency Information Technology Plans that align with the Agency's Strategic Plan and the Statewide IT Strategic Direction and Plan as published by GITA.

3. **SCOPE**

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending, or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each budget unit.

4. **POLICY**

In accordance with A.R.S. § 41-3504 (A (1(f))), GITA evaluates and either approves or disapproves budget unit IT plans. For the purpose of evaluation, each budget unit shall submit an IT Plan annually consisting of the following requirements.

- 4.1. All IT resource requirements shall be identified in the format of goals, objectives and performance measurements. Please refer to the Governor's Office for Strategic Planning and Budgeting's published document ***Managing for Results: 1998 Strategic Planning and Performance Measurement Handbook*** for detailed information on the creation of a strategic plan. Please access <http://www.state.az.us/ospb/>.
- 4.2. The budget unit IT Plan submitted annually shall consist of three years of planning beginning with the current fiscal year (July 1) plus two additional.

- 4.3. The Planning Application for Reporting Information Technology Strategy (PARIS), a web based application for reporting agency plans shall be used in preparing the agency IT plan. A user name and password shall be issued by GITA to the respective agency upon approval of the agency CIO, for access to PARIS. Please access <http://www.azgita.gov/apps/> for the PARIS application.
- 4.4. Revisions made to the format and content of the IT Plans by GITA, shall be completed and available to all State agencies by June 1 of each current year. This should allow for enough time for budget units to prepare, complete, and submit IT Plans to GITA by September 1 of each current year.
- 4.5. To further complete the planning process, budget units shall complete the IT Security Assessment in support of infrastructure protection and assurance planning. The assessment shall be submitted with the budget unit IT Plan on September 1 of the current year. Please refer to *Statewide Standard P800-S805, IT Risk Management*.

## **5. DEFINITIONS AND ABBREVIATIONS**

Refer to the PSP Glossary of Terms located at [http://www.azgita.gov/policies\\_standards/](http://www.azgita.gov/policies_standards/) for definitions and abbreviations.

## **6. REFERENCES**

- 6.1. A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."
- 6.2. A. R. S. § 41-761 et seq., "Personnel Administration."
- 6.3. A. R. S. § 41-1335 ((A (6 & 7))), "State Agency Information."
- 6.4. A. R. S. § 41-1339 (A), "Depository of State Archives."
- 6.5. A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."
- 6.6. A. R. S. § 41-3501, "Definitions."
- 6.7. A. R. S. § 41-3504, "Powers and Duties of the Agency."
- 6.8. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
- 6.9. A. R. S. § 44 -7041, "Governmental Electronic Records."
- 6.10. Arizona Administrative Code, Title 2, Chapter 5, "Department of Administration, Personnel Administration."
- 6.11. Arizona Administrative Code, Title 2, Chapter 7, "Department of Administration Finance Division, Purchasing Office."
- 6.12. Arizona Administrative Code, Title 2, Chapter 10, "Department of Administration Risk Management Section."
- 6.13. Arizona Administrative Code, Title 2, Chapter 18, "Government Information Technology Agency."
- 6.14. Statewide Policy P100, Information Technology.
- 6.15. Statewide Standard P800-S805, IT Risk Management.

## **7. ATTACHMENTS**

- A. None.